



**Mayor's Office of Human Services**

# **REQUEST FOR PROPOSALS**

## **FY2015 CONTINUUM OF CARE PROGRAM COMPETITION**

**APPLICATION DEADLINE:**  
4:00pm on October 20, 2015

## TABLE OF CONTENTS

---

Overview and Eligible Projects  
Match and Leveraging  
Funding Priorities and Project Ranking  
Renewal Project Scoring Criteria

### APPENDIX:

Fair Housing Policy  
Conflicts of Interest Policy  
Housing First Declaration  
Match and Leveraging Templates

## OVERVIEW

---

On September 17<sup>th</sup>, the Department of Housing and Urban Development released the FY2015 Notice of Funding Availability (NOFA) for the Continuum of Care Program Competition (CoC). The NOFA made over \$1.89 billion in homeless assistance grants available to communities nationwide through a competitive funding application.

**The funding priorities and allocation opportunities for the FY2015 NOFA are significantly different than in previous funding competitions**, so it is important that project applicants carefully review the following guidance to ensure they meet the eligibility for funding and can submit a competitive application. HUD has released several resources to learn about the new policies and practices present in the NOFA:

- [FY2015 Continuum of Care NOFA](#)
- [HUD Broadcast](#) and [presentation slides](#) on FY2015 NOFA, September 2015

**For the FY2015 NOFA, projects may apply for the following funding opportunities:**

- **Renewal Projects (all project types eligible for renewal)**
- **Permanent Housing Bonus Project (2 options)**
  1. Permanent Supportive Housing projects serving only chronically homeless individuals and families. Must be a scattered-site housing program and utilize a housing first approach.
  2. Rapid ReHousing serving individuals, unaccompanied youth, and/or families coming directly from the street or emergency shelter

## 1. Housing First

Over the past few years, HUD has heavily emphasized and encouraged the housing first approach in both permanent supportive housing and transitional housing. Housing first is an approach that offers permanent, affordable housing as quickly as possible for individuals and families experiencing homelessness, and then provides the supportive services and connections to the community-based supports people need to keep their housing and avoid returning to homelessness.

The housing first approach is rooted in these basic principles:

- Homelessness is first and foremost a housing problem and should be treated as such
- Housing is a right to which all are entitled
- Issues that may have contributed to a household's homelessness can best be addressed once they are housed
- People who are homeless or on the verge of homelessness should be returned to or stabilized in permanent housing as quickly as possible without preconditions of treatment acceptance or compliance for issues such as mental health and substance use
- The service provider working with the individual should connect the client to robust resources necessary to sustain that housing, and participation is achieved through assertive engagement, not coercion

The most significant change in the FY2015 NOFA is the development of performance targets for Continuums of Care as it relates to use of housing first at both the project and system levels. In the FY2015 NOFA, approximately 10% of the Continuum's Collaborative Application score is directly tied to housing first. Continuums are now required to have a minimum of 75% of permanent supportive housing projects and 75% of transitional housing projects utilize a low-barrier housing first approach in order to score the full points.

Since the Baltimore City Continuum of Care is competing against other Continuums of Care across the country for limited resources, it is critical that our Continuum score as high as possible on its application to ensure that we are not at risk of losing funds for homeless services. Accordingly, the Baltimore City Continuum of Care will be striving to meet or exceed the minimum 75% threshold.

**Renewal projects are STRONGLY ENCOURAGED to adopt the housing first approach to prevent the risk of losing funding.** If a renewal project does not adopt the housing first approach and the Continuum has not met the minimum threshold of 75%, MOHS-HSP must reallocate or transfer projects to another agency until the threshold is met.

**New projects** applying for funding through this RFP are expected to utilize a housing first approach in their program design by incorporating the above principles, reducing barriers to client eligibility and program admission (especially as it relates to mental health, substance use, and "housing readiness" requirements), and to the extent possible, providing and documenting assertive service engagement with clients instead of implementing a program discharge. Projects may not require participants to be sober or seek mental health treatment as a condition of housing and/or services.

## 2. Coordinated Access and Assessment

In the *2012 CoC Program Interim Rule*, HUD mandated every Continuum of Care to develop a Coordinated Access system, with a primary purpose of making rapid, effective, and consistent client-to-housing and service matches. The Interim Rule mandated that as part of Coordinated Access, CoCs must implement:

- Entry points into the CoC system of care that are clearly defined, easily accessible, and well-advertised
- A standardized and comprehensive assessment protocol and tool that is used to identify and document the needs of all individuals and families seeking housing or services
- A standardized referral process for all programs receiving funding through the CoC that consistently refers individuals and families to the most appropriate housing and service interventions and ensures that limited resources are used most effectively

All projects receiving funding through the FY2015 NOFA are required to participate in Coordinated Access as appropriate for their program type.

## 3. Fair Housing Compliance

All shelter and housing programs funded through this RFP must be compliant with federal, state, and local laws in the delivery of their services and housing projects, which include ensuring equal opportunity and access to housing for protected class statuses. Each project must sign the included MOHS “Fair Housing Policy & Statement of Agreement.” Programs will be monitored for compliance with fair housing laws, and if found in violation, MOHS may give corrective action up to and including termination of funds.

## **MATCH & LEVERAGING REQUIREMENTS**

---

The HEARTH Act allows for a simplified match requirement. **All** eligible funding costs **except leasing** must be matched with 25% cash or in-kind match. Match is required on the **TOTAL AWARD** allocated by HUD.

### **CASH MATCH (25%)**

A sub-recipient may use **cash** funds from any source, including other federal sources (excluding CoC Program funds), as well as state, local and private sources, provided that funds from the source are not statutorily prohibited to be used as match. The sub-recipient must ensure that any funds used to satisfy the matching requirement are expended for eligible line items in the approved budget.

### **IN-KIND MATCH (25%)**

**In-kind** contributions include the value of real property, equipment, goods, or services contributed to the program as Match, provided that *if* the sub-recipient had to pay for them with grant funds, the costs would satisfy the matching requirement for eligible line items in the approved budget. In-kind services provided by a third party must be documented by a Memorandum of Understanding (MOU) between the sub-recipient and the third party that will provide the services. The MOU must establish the unconditional commitment by the third party to: 1) provide the services; 2) the specific service(s) to be provided; 3) the professions of the person(s) providing the service; 4) and the hourly cost of the service to be provided. The sub-recipient must keep records documenting the service hours provided.

**Match letters/MOU's are submitted with the application to HUD. Based on the date of release of the award announcement the original letters may require revisions. Homeless Services Programs is asking each sub-recipient to prepare two (2) letters. One completed letter to be submitted with the application; the other should be left undated, without the grant number, and without the match amount. Submit both letters to HSP. Should there be a need for any revisions after the announcement you will be notified. Please forward questions to your Program Administrator.**

Per **578.73(c)(3) of the CoC Program interim rule**, prior to grant agreement execution with HUD, **services** to be **provided by a third party** (organization or individual) **must be documented** by a memorandum of understanding (**MOU**) between the recipient or sub-recipient and the third party that will provide the services. A memorandum of understanding is not required for the documentation of cash match or in-kind goods and equipment commitments to CoC Program recipients/sub-recipients. At a minimum, a memorandum of understanding for in-kind services match in the CoC Program must include the following:

- a. Agency Information
    - i. Recipient's and/or sub-recipient's identifying information with point(s) of contact
    - ii. Service provider's identifying information with point(s) of contact
  - b. Unconditional commitment of third party to provide service
  - c. Description of services to be provided (an illustrative list)
  - d. Scope of Services to be provided and by whom
    - i. Specific contract to be matched
    - ii. Length of time services provided/term of contract
    - iii. Point in time number of clients receiving service
    - iv. Total clients receiving service over grant term
    - v. Qualification of persons providing service
    - vi. Estimated value of services provided (such as hourly rate)
  - e. Documentation of Services Match
    - i. Documentation requirements and responsibilities of service provider and recipient (this includes recordkeeping and reporting requirements in the OMB Circulars and CoC Program interim rule)
    - ii. Timeliness standards of service provider and recipient
  - f. Signatures of the authorized representatives of the CoC Program recipient/sub-recipient and the third party service provider are required on the MOU.
2. Either at the time of application or prior to grant agreement execution, a recipient is required to document the amount and sources of its match (cash and in-kind). When the source is cash, written documentation (a MOU is not required) must be provided on the source's agency letterhead, signed and dated by an authorized representative, and include the following:
- a. Amount of cash to be provided to the recipient for the project
  - b. Specific date the cash will be made available to the CoC Program recipient
  - c. The actual grant number and fiscal year to which the cash match will be contributed
  - d. Time period funding will be available
  - e. Allowable activities funded by the cash match

3. All match contributions (cash or in-kind) in the CoC Program must be for eligible activities/costs per Subpart D of the CoC Program interim rule, regardless of whether the activities/costs are included in the HUD-approved project budget. The eligible categories under these budget forms on the project application are as follows:

**Supportive Services:**

1. Assessment of Service Needs
2. Assistance with Moving Costs
3. Case Management
4. Child Care
5. Education Services
6. Employment Assistance
7. Food
8. Housing/Counseling Services
9. Legal Services
10. Life Skills
11. Mental Health Services
12. Outpatient Health Services
13. Outreach Services
14. Substance Abuse Treatment Services
15. Transportation
16. Utility Deposits
17. Operating Costs (SSO Projects ONLY)

**Operating**

1. Maintenance/Repair
2. Property Taxes and Insurance
3. Replacement Reserve
4. Building Security
5. Electricity, Gas, and Water
6. Furniture
7. Equipment (lease, buy)

**LEVERAGING**

Leveraging is defined as “to use something to maximum advantage”. CoC Program Regulations don’t require individual projects to leverage funds as they once did. Leveraging will not be counted towards the 25% cash/in-kind requirement. However, our CoC application will receive additional points (or a higher score) if we show that each project can leverage 100% (good) or 150% (better) of the funds granted by HUD. **HUD will award up to 5 points** to CoCs that demonstrate the extent to which the amount of assistance to be provided to the CoC will be supplemented with resources from other public and private sources, including mainstream programs. CoCs that have **100% participation in leveraging** from all project applications (including only those projects that have commitment letter(s) on file that are dated within 60 days of the CoC application deadline **09/18/15 -11/20/15**) and that have a minimum **150% leveraging** will receive the maximum points.

# APPLICATION & SUBMISSION GUIDELINES

---

## 1. Application Timeline

Tentative Timeline for FFY2015 CoC NOFA	
September 25 <sup>th</sup>	RFP Released to Applicants (via CoC listserv and MOHS-HSP website)
October 6 <sup>th</sup> , 10am	Bidder's Conference Session 1 (webinar) <a href="#">REGISTER HERE!</a>
October 8 <sup>th</sup> , 2pm	Bidder's Conference Session 2 (webinar) <a href="#">REGISTER HERE!</a>
October 20 <sup>th</sup> , 4pm	Project Applications due to MOHS-HSP
November 19 <sup>th</sup>	Continuum of Care submits Collaborative Application to HUD

## 2. Guidelines for Submitting Applications

### a) Eligible Applicants must be:

- A Non-Profit 501(c)(3) tax-exempt organization or a city agency,
- In Good Standing with the State of Maryland (certification of Good Standing can be obtained through the [Department of Taxation](#) website.)

### b) Submission Requirements:

- **(1) electronic copy** of the application and all required supporting documents must be submitted to [mohs.hsp.application@baltimorecity.gov](mailto:mohs.hsp.application@baltimorecity.gov). No paper or faxed applications will be accepted. The application must be received by 4pm on October 20, 2015.

Questions regarding this RFP can be directed to [mohs.hsp.application@baltimorecity.gov](mailto:mohs.hsp.application@baltimorecity.gov).

## 3) Application Components

**ALL project applications must** include the following components:

1. Application template appropriate for the type of project
2. Match and Leveraging Supporting Documents
3. Articles of Incorporation and Bylaws
4. IRS Form 990 (most recent completed)
5. Federal Tax Exemption Determination Letters
6. Certificate of Good Standing from State of Maryland
7. List of Board of Directors
8. Organizational Chart (*include names and note any vacancies*)
9. MOHS Fair Housing Policy & Statement of Agreement
10. Conflict of Interest Questionnaire and Limits to Primarily Religious Organizations
11. Proof of Ownership or Lease
12. Audited Financial Statements (most recent 2 years)

## **Funding Priorities**

---

Projects seeking FY2015 CoC funding will be ranked by funding priority, and scored using the included criteria for each project type.

1. The CoC's infrastructure projects will be ranked first, in the following order:
  - a. HMIS Renewal Projects
  - b. Coordinated Access SSO project(s)
2. Permanent Supportive Housing projects, ranked in order of highest to lowest score.
3. Rapid ReHousing projects, ranked in order of highest to lowest score.
4. Safe Haven projects, ranked in order of highest to lowest score.
5. Street Outreach and Supportive Services Only Projects, ranked in order of highest to lowest score.
6. Transitional Housing projects, ranked in order of highest to lowest score.

Per FY2015 NOFA instructions from HUD, the CoC Planning Grant, United Funding Agency costs, and Bonus Project are not ranked with the other Continuum of Care projects. MOHS-HSP reserves the right to adjust a project's ranking in the HUD priority project listing as necessary to meet federal funding priorities for certain target populations.

## **Bonus Project Scoring Criteria**

---

Only one Bonus Project applicant will be selected for the bonus funding. The CoC rating and ranking process for Tier 1 and Tier 2 do not apply to the Bonus Project. Each applicant will be reviewed for overall scope and quality of the project and the extent to which the applicant can demonstrate the following:

- Experience serving highly vulnerable people experiencing chronic homelessness
- Experience operating a successful PSH program that utilizes the housing first approach
- Extent to which the project leverages mainstream resources (such as Medicaid, behavioral health services, etc.) for supportive services
- Leveraging of additional resources to develop a comprehensive project that will result in successful program outcomes

The Journey Home Board Resource Allocation Committee will review all Bonus Project applications using the criteria above and determine which application should be submitted on behalf of the CoC. Applicants will be informed of the decision no later than November 10, 2015.

## **Renewal Project Scoring Criteria**

---

All renewal projects will be scored based on performance metrics established by HUD in addition to local CoC policy priorities. All data used for scoring will come directly from the project's most recent Annual Performance Report (APR) submitted to HUD, unless otherwise noted. The performance measures used to score applications are tailored to each project type – permanent supportive housing, rapid rehousing, transitional and safe haven housing, street outreach and supportive services only.

## Permanent Supportive Housing

Outcome	Points	Scoring Thresholds
<p><b>Permanent Housing Placements</b> The % of persons who remained in the permanent housing program as of the end of the operating year or exited to permanent housing (subsidized or unsubsidized)</p>	20	20 Points: 95% or more 15 Points: 90 – 94% 10 Points: 80-89% 0 Points: Less than 80%
<p><b>Utilization Rate</b> The average % of units that were utilized nightly over the course of the program year</p>	15	15 Points: 95% or more 10 Points: 90 – 94% 5 Points: 80-89% 0 Points: Less than 80%
<p><b>Total Income (Cash)</b> The % of persons age 18 and older who maintained or increased their total cash income (employment or entitlement income) as of the end of the operating year or program exit</p>	10	10 Points: 60% or more 5 Points: 50 – 59% 0 Points: Less than 50%
<p><b>Mainstream Benefits (Non-Cash)</b> The % of households that maintained or increased their non-cash benefits as of the end of the operating year or at program exit</p>	10	10 Points: 60% or more 5 Points: 50 – 59% 0 Points: Less than 50%
<p><b>Chronic Homelessness</b> % of new intakes who were chronically homeless at intake</p>	15	15 Points: 90 – 100% 5 Points: 75 – 89% 0 Points: Less than 75%
<p><b>Housing First</b> *Projects will complete a housing first declaration as well as submit their intake eligibility requirements and client handbook/participation agreements</p>	Up to 20	Up to 10 Points: Eligibility No eligibility requirements of sobriety, mental health treatment, minimum income, savings, or other “housing readiness” factors <b>at entry</b>  Up to 10 Points: Voluntary Services No preconditions or mandated substance abuse treatment, drug testing, mental health treatment, or requirements for <b>program’s enrolled clients</b> other than case management participation
<p><b>Grant Spending</b> % of grant funds expended in most recently completed operating year</p>	10	10 Points: 95% of grant funds expended 0 Points: Less than 95% of grant funds expended
<p><b>Returns to Homelessness</b> Percentage of households who exit to permanent housing destinations and return to homelessness within 2 years</p>	<i>Not applicable for FY2015. This metric will be scored for the FY2016 NOFA after the development of reporting tools in HMIS.</i>	
<b>Total Points Possible</b>	100	

## Rapid Re-Housing

Outcome	Points	Scoring Thresholds
<p><b>Permanent Housing Placements</b> The % of persons who remained in the permanent housing program as of the end of the operating year or exited to permanent housing (subsidized or unsubsidized)</p>	25	25 Points: 95% or more 20 Points: 90 – 94% 10 Points: 80-89% 0 Points: Less than 80%
<p><b>Utilization Rate</b> The average % of contracted households/openings to be served that were filled during the course of the program year  Ex: Contract is to serve 50 households, but program only serves 25 households = 50% utilization rate</p>	15	15 Points: 95% or more 10 Points: 85 – 94% 0 Points: Less than 85%
<p><b>Total Income (Cash)</b> The % of persons age 18 and older who maintained or increased their total cash income (from all sources) as of the end of the operating year or program exit</p>	10	10 Points: 60% or more 5 Points: 50 – 59% 0 Points: Less than 50%
<p><b>Mainstream Benefits (Non-Cash)</b> Percentage of households that maintained or increased their non-cash benefits as of the end of the operating year or at program exit</p>	10	10 Points: 60% or more 5 Points: 50 – 59% 0 Points: Less than 50%
<p><b>Employment</b> The % of persons age 18 through 61 who maintained or increased their earned income as of the end of the operating year or program exit</p>	10	10 Points: 60% or more 5 Points: 40 – 59% 0 Points: Less than 40%
<p><b>Housing First</b> *Projects will complete a housing first declaration, as well as submit their intake eligibility requirements and client handbook/participation agreements</p>	Up to 20	Up to 10 Points: Eligibility No eligibility requirements of sobriety, mental health treatment, minimum income, savings, or other “housing readiness” factors <b>at entry</b>  Up to 10 Points: Voluntary Services No preconditions or mandated substance abuse treatment, drug testing, mental health treatment, or requirements for <b>program’s enrolled clients</b> other than case management participation
<p><b>Grant Spending</b> % of grant funds expended on track to spend 100% by end of program year</p>	10	10 Points: 100% of grant funds expended 0 Points: Less than 100% of grant funds expended
<p><b>Returns to Homelessness</b> Percentage of households who exit to permanent housing destinations and return to homelessness within 2 years</p>	<i>Not applicable for FY2015. This metric will be scored for the FY2016 NOFA after the development of reporting tools in HMIS.</i>	

**Total Points Possible**

100

## Transitional & Safe Haven Housing

Outcome	Points	Scoring Thresholds
<p><b>Permanent Housing Placements</b> The % of persons who exited to permanent housing (subsidized or unsubsidized)</p>	25	25 Points: 90% or more 20 Points: 80 – 89% 10 Points: 70 – 79% 0 Points: Less than 70%
<p><b>Utilization Rate</b> The average % of units/beds that were utilized nightly over the course of the program year</p>	15	15 Points: 95% or more 5 Points: 90 – 94% 0 Points: Less than 89%
<p><b>Total Income (Cash)</b> The % of persons age 18 and older who maintained or increased their total cash income (from all sources) as of the end of the operating year or program exit</p>	10	10 Points: 60% or more 5 Points: 50 – 59% 0 Points: Less than 50%
<p><b>Mainstream Benefits (Non-Cash)</b> Percentage of households that maintained or increased their non-cash benefits as of the end of the operating year or at program exit</p>	10	10 Points: 60% or more 5 Points: 50 – 59% 0 Points: Less than 50%
<p><b>Employment</b> The % of persons age 18 through 61 who maintained or increased their earned income as of the end of the operating year or program exit</p>	10	10 Points: 20% or more 0 Points: Less than 20%
<p><b>Housing First</b> *Projects will complete a housing first declaration, as well as submit their intake eligibility requirements and client handbook/participation agreements</p>	Up to 20	Up to 10 Points: Eligibility No eligibility requirements of sobriety, mental health treatment, minimum income, savings, or other “housing readiness” factors <b>at entry</b>  Up to 10 Points: Voluntary Services No preconditions or mandated substance abuse treatment, drug testing, mental health treatment, or requirements for <b>program’s enrolled clients</b> other than case management participation
<p><b>Grant Spending</b> % of grant funds expended on track to spend 100% by end of program year</p>	10	10 Points: 100% of grant funds expended 0 Points: Less than 100% of grant funds expended
<p><b>Returns to Homelessness</b> Percentage of households who exit to permanent housing destinations and return to homelessness within 2 years</p>	<i>Not applicable for FY2015. This metric will be scored for the FY2016 NOFA after the development of reporting tools in HMIS.</i>	
<b>Total Points Possible</b>	100	

## Supportive Services Only & Street Outreach

Outcome	Points	Scoring Thresholds
<p><b>Clients Served</b> The % of actual people served compared to contracted amount to serve</p> <p>Ex: Contract is to serve 50 people, but program only serves 25 people = 50% rate</p>	35	<p>35 Points: 95% or more 20 Points: 90-94% 10 Points: 85 – 89% 0 Points: Less than 85%</p>
<p><b>Housing Placements</b> The % of persons placed into housing (Emergency Shelter, TH, or PH) as a result of supportive services during the operating year.</p>	25	<p>25 Points: 80% or more 20 Points: 70-79% 10 Points: 50-70% 0 Points: Less than 50%</p>
<p><b>Total Income (Cash)</b> The % of persons age 18 and older who maintained or increased their total cash income (from all sources) as of the end of the operating year or program exit</p>	10	<p>10 Points: 60% or more 5 Points: 50 – 59% 0 Points: Less than 50%</p>
<p><b>Mainstream Benefits (Non-Cash)</b> Percentage of households that maintained or increased their non-cash benefits as of the end of the operating year or at program exit</p>	10	<p>10 Points: 60% or more 5 Points: 50 – 59% 0 Points: Less than 50%</p>
<p><b>Employment</b> The % of persons age 18 through 61 who maintained or increased their earned income as of the end of the operating year or program exit</p>	10	<p>10 Points: 20% or more 0 Points: Less than 20%</p>
<p><b>Grant Spending</b> % of grant funds expended on track to spend 100% by end of program year</p>	10	<p>10 Points: 100% of grant funds expended 0 Points: Less than 100% of grant funds expended</p>
<p><b>Service Connections</b> The % of clients that reported a barrier or need and received a connection to services</p>	<i>Not applicable for FY2015. This metric will be scored for the FY2016 NOFA after the development of reporting tools in HMIS.</i>	
<b>Total Points Possible</b>	100	

# APPENDIX

## CONFLICT OF INTEREST AND LIMITS TO PRIMARY RELIGIOUS ORGANIZATIONS

---

### *Conflict of Interest*

Applicants must avoid any conflict of interest in carrying out activities funded by City, State, and Federal grant dollars, such as the Consolidated Funding Application. Generally, this means that a person who is an employee, otherwise in a decision-making position, or has information about decisions made by the organization (such as an agent, consultant, volunteer, Board member, officer or elected or appointed official of the grantee or recipient) may not obtain a personal or financial interest or benefit from the organization's activity, including through contracts, subcontracts, or agreements. This exclusion continues during the employee's tenure and for one year following employment.

As part of general guidelines for the procurement of goods and services using Federal funding, organizations are required to have a "code of conduct" or "conflict of interest" policy in place that prohibits employees, officers, agents, or volunteers of the organization from participating in the decision-making process related to procurement if that person, or that person's family, partner, or any organization employing any of the above has a direct financial interest or benefit from that procurement. In addition, these persons may not accept any gratuity, favors, or anything of monetary value from a contractor, consultant, or other entity whose services are procured for the organization. Organizations should develop standards for avoiding such apparent or potential conflicts. Such standards must include written policy that is part of the employee policies. Employees, board members and volunteers are required to sign a statement indicating that they have read the policy and will comply.

### *Limits on Funding to Primary Religious Organizations*

In order to uphold the basic provisions of separation of church and state, a number of conditions apply to the provisions of CFA funding to organizations that are primarily religious in nature. These provisions generally require that when funded under the CFA program, the religious organization will provide services in a way that is free from religious influences and in accordance with the following principals:

- The organization will not discriminate against any employee or applicant for employment on the basis of religion, and will not limit employment or give preference in employment on the basis or religion.
- The organization will not discriminate against, limit services provided to, or give preference to any person obtaining shelter, other service(s) offered by the project, or any eligible activity permissible under the CFA program on the basis of religion and will not limit such service provision or give preference to persons on the basis of religion.
- The organization will not provide religious instruction, counseling, religious services, worship (not including voluntary nondenominational prayer before meetings), engage in religious proselytizing, or exert other religious influences in the provision of shelter or other eligible ESG activities.

Requiring that a program participant attend religious services or meetings as a condition of receiving other social services at the organization (such as shelter or a meal) is not allowed under this provision. Allowing participant to choose to take part in services or meeting offered by the organization as they wish, separate from the CFA-funded activities provided, is allowable.

**CONFLICT OF INTEREST QUESTIONNAIRE**

---

1. Are there any member(s) of the applicant's staff or any member(s) of the applicant's Board of Directors or governing body who currently is/are or has/have been within one year of the date of this application a City employee or consultant, or a member of the City Council?

Yes  No  If yes, please list the names(s) below:

\_\_\_\_\_  
\_\_\_\_\_

2. Will the CFA funds requested by the applicant be used to award a subcontract to any individual(s) or business affiliate(s) who currently is/are or has/have been within one year of the date of this application a City employee, consultant, or a member of the City Council?

Yes  No  If yes, please list the name(s) below:

\_\_\_\_\_  
\_\_\_\_\_

3. Is/are there any member(s) of the applicant's staff or member(s) of the applicant's Board of Directors or other governing body who are business partners or family members of a City employee, consultant, or a member of the City Council?

Yes  No  If yes, please list the name(s) below:

\_\_\_\_\_  
\_\_\_\_\_

If you have answered "YES" to any of the above, a disclosure notice must be submitted to the Mayor's Office of Human Services to determine whether a real or apparent conflict of interest exists.

Name of Organization: \_\_\_\_\_

Name of Applicant's Authorized Official: \_\_\_\_\_

Authorized Official's Title: \_\_\_\_\_

Signature of Authorized Official: \_\_\_\_\_

## Fair Housing Policy & Statement of Agreement

It is imperative that all programs tailor their program to comply with all federal, state and local laws dealing with Fair Housing. The Mayor's Office of Human Services (MOHS) complies with these laws as applicable, and wishes to underscore the importance of bringing all programs into compliance. All programs funded by MOHS must comply with these regulations:

**The Fair Housing Act of 1968** ensures equal access to housing and guarantees equal opportunity in all HUD programs without regard for race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18), or disability.

**The City of Baltimore** ensures protected class status regardless of race, color, religion, national origin, ancestry, sex, marital status, physical or mental disability, sexual orientation, gender identity and gender expression.

**The Age Discrimination Act of 1975** ensures that persons cannot, on the basis of age, be excluded from participation, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving Federal financial assistance.

**Section 504 of the Rehabilitation Act** prohibits discrimination as it applies to service availability, accessibility, delivery, employment, and the administrative activities and responsibilities of organizations receiving Federal financial assistance. A recipient of Federal financial assistance may not, on the basis of disability:

- Deny qualified individuals the opportunity to participate in or benefit from federally funded programs, services, or other benefits.
- Deny access to programs, services, benefits or opportunities to participate as a result of physical barriers.
- Deny employment opportunities, including hiring, promotion, training, and fringe benefits, for which they are otherwise entitled or qualified

MOHS- HSP, in collaboration with the Housing Authority of Baltimore City, is required to maintain an ongoing Analysis of the Local Impediments to Fair Housing Choice as part of its Consolidated Plan, and must report on the progress of eliminating these impediments in the Consolidated Annual Performance and Evaluation Report (CAPER), which is submitted each spring to HUD.

A program that is not currently in compliance with these guidelines must present a clear timeline demonstrating how their agency is actively engaged in a process to correct their adherence to these regulations. An agency that substantiates such a timeline for corrective action may be issued a performance-based contract that may be terminated within 6 months if compliance or satisfactory progress toward compliance is not met.

The purpose of this Notice and requirement is that it be signed ONLY when Fair Housing Law as applicable. Nothing in this Notice shall be read, in any way, to suggest that other federal, state or local laws are not applicable to any program funded under this RFP.

**Statement of Agreement**

By signing this policy, I \_\_\_\_\_ (Authorized Representative), as the authorized representative for \_\_\_\_\_ (Project), agree that our project will comply with the stated regulations and laws in the delivery of services provided to clients. I understand that if the project is found to be in non-compliance with these regulations, that the Mayor’s Office of Human Services will take corrective action up to and including termination of funding.

**Name of Project:** \_\_\_\_\_

**Name of Agency:** \_\_\_\_\_

**Name of Applicant’s Authorized Representative:** \_\_\_\_\_

**Authorized Representative’s Title:** \_\_\_\_\_

**Signature of Authorized Representative:** \_\_\_\_\_

## Housing First Declaration

Housing first is an approach that offers permanent, affordable housing as quickly as possible for individuals and families experiencing homelessness, and then provides the supportive services and connections to the community-based supports people need to keep their housing and avoid returning to homelessness.

The housing first approach is rooted in these basic principles:

- Homelessness is first and foremost a housing problem and should be treated as such
- Housing is a right to which all are entitled
- Issues that may have contributed to a household's homelessness can best be addressed once they are housed
- People who are homeless or on the verge of homelessness should be returned to or stabilized in permanent housing as quickly as possible without preconditions of treatment acceptance or compliance for issues such as mental health and substance use
- The service provider working with the individual should connect the client to robust resources necessary to sustain that housing, and participation is achieved through assertive engagement, not coercion

Please select all that apply to your project:

- This project has no eligibility requirements of sobriety, mental health treatment, minimum income, savings, or other "housing readiness" factors (10 points)
- This project has no preconditions or mandated substance abuse treatment, drug testing, mental health treatment, or requirements for program participants other than case management visits (10 points)
- This project does not utilize the housing first approach

By completing and signing this declaration, I \_\_\_\_\_ (full name), as the authorized representative for \_\_\_\_\_ (project), agree that our project will utilize a housing first approach for our FY2015 Continuum of Care grant. I understand that if the project is found to be in non-compliance with housing first, that the Mayor's Office of Human Services will take corrective action up to and including termination of funding.

**Name of Project:** \_\_\_\_\_

**Name of Agency:** \_\_\_\_\_

**Name of Applicant's Authorized Representative:** \_\_\_\_\_

**Authorized Representative's Title:** \_\_\_\_\_

**Signature of Authorized Representative:** \_\_\_\_\_

**AGENCY LETTERHEAD  
CASH MATCH SAMPLE**

Date: \_\_\_\_\_

Jaquelyn Duval-Harvey, PhD.  
Mayor's Office of Human Services  
Homeless Services Program  
7 E. Redwood Street, 5<sup>th</sup> fl.  
Baltimore, Maryland 21202

RE: Agency Name Cash Match Letter  
XYZ Project – Grant Number  
Fiscal Year 2015

Dear Ms. Duval-Harvey;

I am writing to you regarding Service Provider X's renewal application for its' CoC Supportive Housing/Rental Assistance (formerly Shelter Plus Care) Program grant for the Project (name) \_\_\_\_\_.

Please let this letter serve as our commitment to provide Cash Match in the amount of \$\_\_\_\_\_ (minimum 25%) for supportive services. This cash match will be available (date) \_\_\_\_\_ for the grant period (date) \_\_\_\_\_ through \_\_\_\_\_.

This Cash Match will be used to provide (type of service(s))

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Thank you for your continued support of this project.

Sincerely,

Agency Head  
Title

**AGENCY LETTERHEAD  
IN-KIND LETTER SAMPLE**

Date: \_\_\_\_\_

Mr. Joe Harris  
ABC Corporation  
123 Elm Street  
Baltimore, Maryland 21202

RE: Letter of In-kind Support  
CoC Program Application  
Fiscal Year 2015

Dear Mr. Harris;

Underwood Counseling Services, Inc. is pleased to provide ABC Corporation with (type of service(s) mental health services for its' CoC Program (project name)).

This service will provide (describe services) group counseling for twelve (12) clients in your project. These group counseling sessions will be held once a week and each session is valued at \$100 per client.

These services, valued at \$62,400 (non-HUD dollars), will be available for the duration of ONE YEAR, (date) April 1, 2015 through March 31, 2016, the date of the grant.

We are pleased to offer this continued partnership with ABC Corporation and we look forward to working with you in your efforts to assist those experiencing homelessness.

Sincerely,

Joseph Blow  
Executive Director

**Memorandum of Understanding  
Continuum of Care Program  
In-Kind Services Match**

This Memorandum of Understanding (MOU) is entered into by **[GRANT RECIPIENT/SUBRECIPIENT]** and **[THIRD PARTY SERVICE PROVIDER]**. The purpose of this MOU is to set forth the services to be provided by **[THIRD PARTY SERVICE PROVIDER]**, the value of which will be used to satisfy the match requirement of the U.S. Department of Housing and Urban Development’s Continuum of Care (CoC) Program.

As a match to **[CONTRACT NUMBER]**, **[THIRD PARTY SERVICE PROVIDER]** unconditionally commits , except for the award of the grant, to provide the following services to **[GRANT RECIPIENT/SUBRECIPIENT]**: **[LIST OF SERVICES]**. The value of the services is \$\_\_\_\_\_ per year, based upon \_\_\_\_\_ hours at a rate of \$\_\_\_\_\_ per hour. The services will be available beginning **[DATE PROJECT TO BEGIN]** through **[DATE PROJECT TO END]** (“Services Term”). The services will be provided by **[NAME OF PERSON(S) TO PROVIDES SERVICES]**, who **[PROVIDE EXPLANATION OF QUALITICATION OF PERSON(S)]**. The services will be received by the following number of program participants: \_\_\_\_\_ point in time, and \_\_\_\_\_ total over the grant term.

During the Services Term, **[GRANT RECIPIENT/SUBRECIPIENT]** and **[THIRD PARTY SERVICE PROVIDER]** agree to maintain and make available for inspection records documenting the hours of service provided in order to fulfill recordkeeping requirements of the CoC Program. A request for such documentation or inspection must be provided in a timely manner.

**[GRANT RECIPIENT/SUBRECIPIENT]**’s address is \_\_\_\_\_, phone number is \_\_\_\_\_

\_\_\_\_\_, and point of contact is  
\_\_\_\_\_.

**[THIRD PARTY SERVICE PROVIDER]**'s address is

\_\_\_\_\_, phone number is  
\_\_\_\_\_, and point of contact is  
\_\_\_\_\_.

**[GRANT RECIPIENT/SUBRECIPIENT]**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**[THIRD PARTY SERVICE PROVIDER]**

By: \_\_\_\_\_

Name: \_\_\_\_\_

## 2015 SAMPLE LEVERAGING LETTER WITH INSTRUCTIONS

December 16, 2015

Mr. Joe Harris  
ABC Corporation  
123 Elm Street  
Baltimore, Maryland 21202

Subject: Letter of Support  
CoC Program Application  
(ONE LETTER PER PROJECT)

Dear Mr. Harris:

Underwood Counseling Services, Inc. is pleased to provide ABC Corporation with mental health counseling services for its CoC Program (project).

This service will provide group counseling for twelve (12) clients in your project. These group counseling sessions will be held once a week and each session is valued at \$100 per client.

**These services, valued at \$62,400 (non-HUD dollars), will be available for the duration of ONE YEAR, (date) \_\_\_\_\_ through (date) \_\_\_\_\_ the date of the grant.**

We are pleased to offer this continued partnership with ABC Corporation and we look forward to working with you in your efforts to assist those experiencing homelessness.

Sincerely,

Executive Director